



## Service Connection Requests

**No.: ENGINEERING-01**

**Date: 2007-12-21**

**Revised: 2025-01-29**

### Purpose:

To inform owners, designers and contractors of City requirements for service connection design drawings when applying for Building Permit or subdivision.

### Background:

The City provides a user-pay utility connection installation service for a fixed fee established in the Bylaws for Water (No. 5637), Sanitary (No. 10427) and Storm (No. 10426) connections. The fees cover installation costs and does not include the provision of accurate, field-verified design drawings. Design drawings are necessary to identify the proper location of service connections and all obstructions, and to facilitate the installation process.

### Implementation:

- To ensure that the service connection will function properly, and can be installed efficiently without incurring additional, unnecessary expense, the City of Richmond requires a sealed (by a professional designer), hard copy scaled drawing(s), in accordance with City Engineering Department Drafting Standards (Aug 2002), including, but not limited to the following. **Grades must be given to geodetic datum:**
  1. Full lot footprint showing legal dimension on each side;
  2. Finished grade at all service connection points (existing and proposed);
  3. Driveway offset and width from property line;
  4. Offsets from property lines for all connections existing or proposed, including size and invert, at connection point of all connections intended to be used or installed;
  5. Rim elevation and invert of existing sanitary and storm inspection chambers that are not abandoned;
  6. Rim and invert elevations of any existing manholes within construction area;
  7. Size and offset from property line of all existing City underground mains adjacent to site;
  8. Offset from property line of existing underground Private Utilities (e.g. Hydro, Telus, Cable & Gas); and
  9. Existing utility inverts at crossing of proposed utility connections.
- The design will conform to current version of Richmond Design Specifications and Supplementary Specifications and Detail Drawings, as well as the attached sample Boulevard Drainage sketch, clearly illustrating the existing and proposed connections.
- For SSMUH applications, service connections will be determined in accordance with the requirements outlined in the SSMUH application form. SSMUH may be submitted as an alteration.
- With the Consolidated Fees Bylaw (No. 8636), the applicant may request that the City produce the design drawings for a fee established under Schedule – Flood Protection, Schedule – Sanitary Sewer, and Schedule – Waterworks.

**Applicants selecting this option must provide information Items 1 to 5 listed above as well as a survey plan (see attached sample) as a minimum.** For further clarification, please contact the Engineering Design Technician at 604-247-4649.

See over →

# City of Richmond Bylaws

## Waterworks and Water Rates (No. 5637)

### Section 2 (a) and (d)

- “(a) Every **property owner** wishing to connect a property to the **City** water system must, prior to making such a connection:
- (iii) submit a design plan or drawing of each proposed connection, including:
    - a. existing services;
    - b. proposed services;
    - c. the location of buildings, trees, driveways, and sidewalks;which plan or drawing has been prepared by a professional engineer in accordance with the current version of Design Specifications, a publication of the City's Engineering & Public Works Department.
- (d) At the request of the **property owner**, a design plan or drawing referred to in subsection 2(a)(iii) may be prepared by the **City** for the fee specified in Consolidated Fees Bylaw No. 8636.”

## Flood Protection (No. 10426)

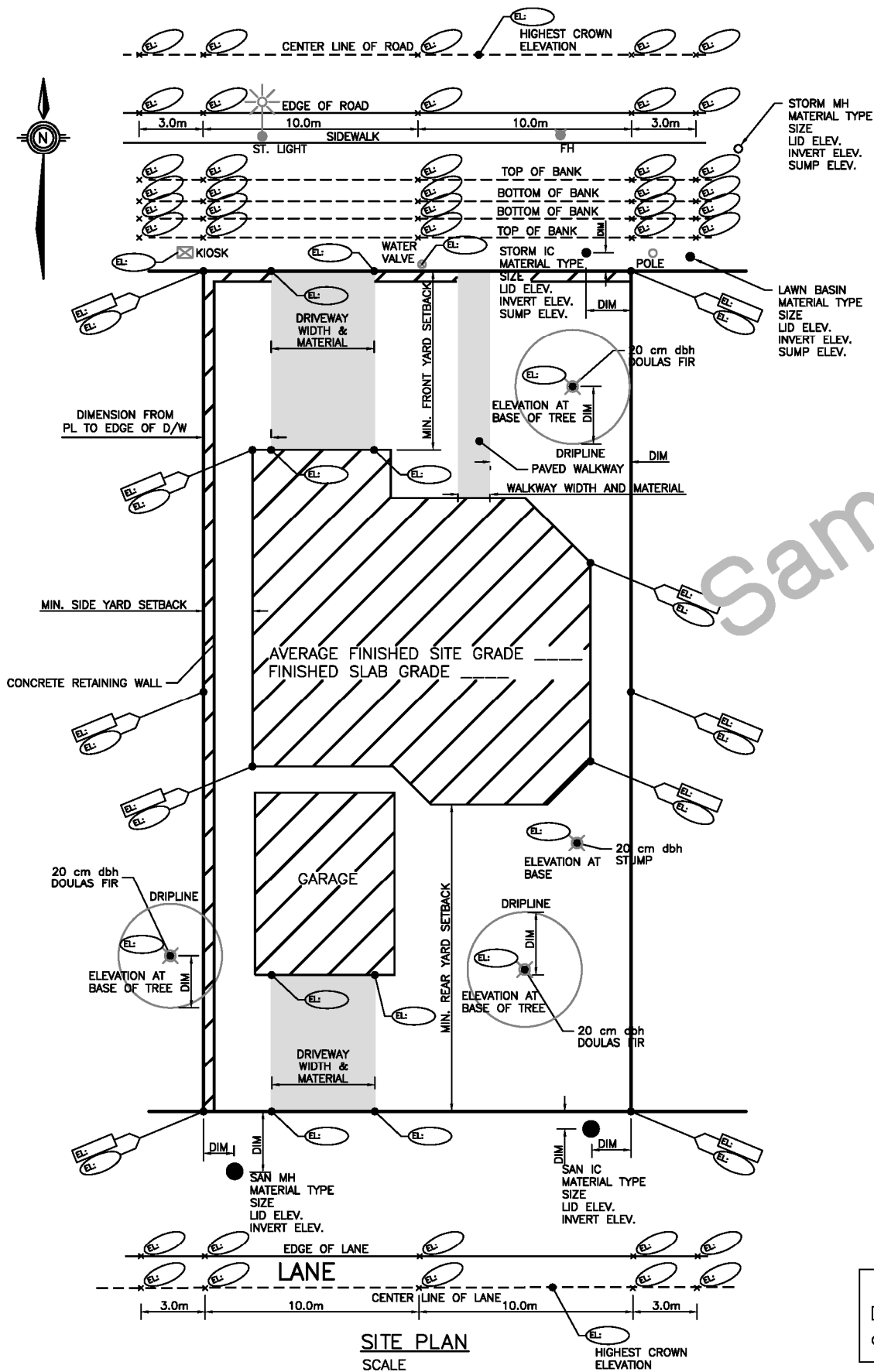
### Section 1.2.1(c) and (d)

- “1.2.1 Subject to subsection 1.2.2, every **property owner** wishing to connect a property to the **drainage system** must, prior to installation:
- (c) submit a design plan or a drawing of each proposed connection, including:
    - (i) existing services;
    - (ii) proposed services; and
    - (iii) the location of buildings, trees, driveways and sidewalks;which plan or drawing has been prepared by a professional engineer in accordance with the current version of Design Specifications and Supplementary Specifications and Detail Designs, publications of the **City's** Engineering & Public Works Department; and
  - (d) at the request of the **property owner** of a **one-family dwelling** or **two-family dwelling**, a design plan or drawing referred to in paragraph (c) above may be prepared by the **City** for the fee specified in the Consolidated Fees Bylaw No. 8636.”

## Sanitary Sewer (No. 10427)

### Section 1.2.1(c) and (d)

- “1.2.1 Subject to subsection 1.2.2, every **property owner** wishing to connect a property to the **sanitary sewer** system must, prior to installation:
- (c) submit a design plan or a drawing of each proposed connection, including:
    - (i) existing services;
    - (ii) proposed services; and
    - (iii) the location of buildings, trees, driveways and sidewalks,which plan or drawing has been prepared by a professional engineer in accordance with the current version of Design Specifications and Supplementary Specifications and Detail Designs, publications of the **City's** Engineering & Public Works Department; and
  - (d) at the request of the **property owner** of a **one-family dwelling** or **two-family dwelling**, a design plan or drawing referred to in paragraph (c) above may be prepared by the **City** for the fee specified in the Consolidated Fees Bylaw No. 8636.”



BCLC SEAL:  
SIGNED & DATED

ALL ELEVATIONS TO  
HPN BENCHMARK



## Sample Architectural Site Plan

City of Richmond *Building Approvals*

Drwg No. Permits-42  
3622892

Sheet 1 of 2

Date 2012-03-22

Sample



Legend

El: Existing grade elevation from Topographic Plan

El: Finished grade elevation



City of Richmond

Sample  
**Architectural Building Elevation**

City of Richmond *Building Approvals*

Drwg No. Permits-42  
**Sheet 2 of 2**

Date 2008-10-01

